



## ***South Dakota Diabetes Coalition (SDDC) Coordinating Panel Guidance***

### **Coalition Mission**

Partnering to improve health outcomes of those affected by diabetes in South Dakota

### **Coalition Vision**

A dynamic and sustainable diabetes coalition impacting diabetes in South Dakota

### **SDDC Coordinating Panel Member Roles and Responsibilities**

#### Composition:

The Coordinating Panel is comprised of 9-11 member organizations, 5 of which are permanent member organizations with an additional 4 to 6 rotating member organizations.

The permanent member organizations are:

- South Dakota Department of Health Diabetes Prevention and Control Program,
- South Dakota Foundation for Medical Care,
- A South Dakota Provider (MD, DO, PA-C, or CNP),
- Tribal Healthcare/Indian Health Service/Urban Indian Health, and
- A Consumer.

The rotating member organizations are:

- Health System Diabetes Educator,
- Clinic Diabetes Educator,
- Academia,
- Community Health Centers/Rural Health Clinics,
- Insurance/Health Care Payer, and
- Other (Philanthropy selected in 2008).

The rotating member organizations serve for a 3-year term in staggered terms.

Ex-Officio members of the Coordinating Panel are member organizations without a vote but who bring insight and input into the Coordinating Panel's discussion and decisions and include:

- South Dakota Diabetes Coalition Coordinator,
- Department of Health Programmatic Representative(s),
- Coordinating Panel to determine further need, and
- Coordinating Panel members may also invite expert advisors based on identified needs.

Membership:

**Permanent Member Organizations:**

Permanent member organizations were chosen at initiation of the Coalition Coordinating Panel and will remain on the Steering Panel until a simple majority of the Panel deems that inclusion is no longer needed. Permanent member organizations can change their representative or remove their Panel membership with written notice to the Chair.

If a member organization is absent from 2 consecutive meetings, the member organization will be contacted by the Coordinating Panel chair about intention to remain active on the Panel.

**Rotating Member Organizations:**

Rotating member organizations will be invited by a simple majority decision of the Coordinating Panel members and will serve for 3 years. Terms will begin June 1<sup>st</sup>. Rotating member organizations can change their representative or remove their Panel membership with written notice to the Chair.

The chair and/or coalition coordinator will invite new rotating member organizations 6 months before the beginning of the next term.

Rules of Procedure:

The Coordinating Panel of the SDDC may adopt rules for the conduct of its business, as it deems advisable.

Powers:

The Coordinating Panel (CP) is responsible for coordinating the activities of the South Dakota Diabetes Coalition (SDDC) based on identified needs.

The CP is also responsible for advising the South Dakota Department of Health Diabetes Prevention & Control Program (DPCP).

Quorum and Coordinating Panel Voting:

At any meeting of the Coordinating Panel, a simple majority of the member organizations constitutes a quorum for the transaction of business, and any business transacted is valid if it is passed upon by a simple majority vote of those present.

Voting:

The Coordinating Panel will use general consensus as a model for decision-making. If a voting situation were to arise, a motion/2nd and simple majority of members present would be used, assuming a quorum is present. In the case of a tie vote, in any vote, the Chair will determine the final outcome.

Meetings:

A regular meeting of the Coordinating Panel must be held at the place and time as the Coordinating Panel may prescribe. Notice of all regular meetings must be given to the CP members not less than fourteen (14) days before the meeting is held.

Annual Meeting:

A business meeting will be held annually in conjunction with the Partners' Conference.

At this meeting there must be:

- A report on the SDDC activities over the past year.
- A financial report.
- Addressing of other matters as may be raised consistent with the notice of the meeting requirements.
- Succession of chair-elect to chair and vice-chair, every 3 years, at the completion of the Partners' Conference.

Evaluation of the Coalition:

- Review of progress on the South Dakota Strategic Plan and application to the SDDC.
- Evidence of strategic plan objectives initiated and/or accomplished by SDDC
- Increase in number of active coalition partners.
- Frequency of newsletters distributed per year to partners and stakeholders.
- Complete an annual progress report.

Special Meetings:

A special meeting of the Coordinating Panel may be called by the Chair or at the request of two Coordinating Panel members, by notice mailed, emailed, delivered, or transmitted by facsimile to each member of the Coordinating Panel not less than five (5) days before the meeting is held. The notice must state the purpose of the meeting and the stated topic will be the only item discussed at that meeting.

Ad Hoc Committees:

Ad hoc committees may be created as deemed necessary by the Coordinating Panel. The chair of each ad hoc committee will be determined by general consensus of the Coordinating Panel. Ad hoc committees will meet as necessary. Minutes of the meetings are to be recorded immediately and later reviewed at the next Coordinating Panel meeting.

Minutes:

Any meeting of the CP, coalition, or committees will result in recorded minutes with submission to the coalition coordinator within 2 weeks of the conclusion of the meeting. The coordinator will distribute these minutes to the CP members.

Election:

The CP shall elect all officers as provided in this charter for a period of three years or until their successors are elected or qualified or until resignation, removal, or term completion. A simple majority vote of all members present, assuming a quorum is present, will determine election results.

Chair-elect and Vice-Chair Election:

A ballot will be distributed by April 1 for terms beginning June 1. The succeeding panel members will assume duties on June 1. Votes can be cast by mail, email, or facsimile to the coordinator by the date required on the ballot.

Resignation:

A member of the Coordinating Panel may resign at any time by giving written notice to the Chair, but the member organization maintains their CP position.

Removal:

A member of the Coordinating Panel may be removed at any time, with or without cause, by a simple majority vote of all voting members present assuming a quorum of members is present. The member organization maintains their CP position

Vacancy:

The members of the Coordinating Panel, even if less than a quorum, shall fill any vacancy occurring on the Coordinating Panel with recommendations from the member organization. If the organization is a rotating member organization, the new member shall serve the remainder of the 3 year term.

Reimbursement:

Coordinating Panel members may be reimbursed for mileage, meals and lodging expenses incurred in travel to, attending, and returning from a Coordinating Panel meeting as funding is available. Reimbursement for mileage, hotel, and food will be at the current state rates, available at <http://legis.state.sd.us/rules/DisplayRule.aspx?Rule=05:01:02:14>, and

<http://legis.state.sd.us/rules/DisplayRule.aspx?Rule=05:01:02:01>. Note-hotel reimbursement is limited to the statutory rate even if actual costs are higher.

### **South Dakota Diabetes Coalition Position Descriptions:**

#### **Coalition Coordinator:**

Responsible for planning, implementing, and evaluating activities associated with the coalition to include providing coordination for coalition activities and associated projects; grants development, submission, and management; state and national reporting; and technical assistance to local and regional coalitions and partnerships that focus on diabetes. Job Duties and Responsibilities:

- Reports to Coordinating Panel (CP) and in accordance with contractual and grant agreements.
- Serves in an Ex-Officio capacity with the CP to meet coalition goals.
- Coordinates Coalition and Coordinating Panel meetings with assistance of the chair.
- Assists the chair to set coalition and CP meeting agendas.
- Provides technical assistance to Coalition members and others.
- Assists the chair in inviting new rotating member organizations to CP 6 months before beginning of next term.
- Represents the South Dakota Diabetes Coalition locally, statewide and nationally as directed by the CP.
- Recruits and maintains a diverse coalition membership with state and national partners as directed by the CP.
- Assists the Chair and Coordinating Panel in setting Coalition priorities.
- Ensures all members are notified of meetings or progress reports.
- Evaluates coalition effectiveness related to the South Dakota diabetes strategic plan.
- Reports and presents coalition progress and program findings through local, statewide and national publications, meetings, and conferences as directed by the CP.
- Function in the role of Secretary and/or Treasurer until the CP shall deem necessary the need for separate Secretary and/or Treasurer roles.
- Other activities will fall under the Coordinator position, this type of scope will be variable and set by terms of the contract/grants and spelled out in those documents.
- Prompts coalition members to complete assignments and committee work in a timely manner.
- Coordinates activities as directed by the CP and could include:

- ✓ Directs needs-assessment activities
- ✓ Develops evaluations instruments and protocols for testing the effectiveness of strategies developed by the coalition
- ✓ Conducts community health-planning activities
- ✓ Collects, manages, and analyses community health-indicators data
- ✓ Directs coalition in developing health policies related to diabetes
- ✓ Collaborates with other local, state, and national organizations focusing on diabetes
- ✓ Assists coalition to develop legislative actions that promote the coalition mission by developing position statement, reviewing and recommending endorsements of policies regarding diabetes, and advocating for policies and legislation at state and federal levels in conjunction with the advocacy sub-committee and at the direction of the CP
- ✓ Develops and implements data collecting methods, tools, evaluation measures for coalition activities and associated projects in conjunction with coalition members
- ✓ Plans, coordinates, and conducts educational and training activities for providers statewide through direction and priorities from the CP and Provider Education sub-committee. Develops training, reference materials, and workshops for coalition and community members, coalition activities, associated projects at the direction of the Provider Education sub-committee and CP.
- ✓ Collaborates with the health department administrators, legislators, head of health plans, hospitals, physicians' health organizations, related businesses, academic institutions, community-based organizations to promote the missions, goals and strategies of the of the coalition
- ✓ Assists in development of marketing and media materials, campaigns, and opportunities in conjunction with the external affairs staff and statewide media consultants and network, along with the sub-committee of Public Awareness and at the direction of the Coordinating Panel
- ✓ Develop and maintain non-profit status.
- ✓ Assist coalition members in conducting annual strategy planning and guide coalition to develop a comprehensive action plan based on needs assessment(s) and strategic planning

**The Chair shall:**

- Carry out responsibilities of leadership for the SDDC.
- Convene and preside at all meetings of the coalition and Coordinating Panel and assign coalition members to do the same over committee meetings if deemed necessary.
- See that all decisions, orders and resolutions of the Coordinating Panel are carried into effect.

- Sign and deliver in the name of the SDDC, any contracts or other instruments pertaining to the business of the SDDC, except in cases in which the authority to sign and deliver is required by law to be exercised by another person or is expressly delegated by the Coordinating Panel to some officer or agent of the SDDC.
- Assists the coalition coordinator with setting meeting agendas and priorities.
- Promote collaboration, encourage shared responsibility, share ideas and recommendations, and be open to diverse points of view.
- Appoint or reconvene any committee, as needed, to provide advice on priority diabetes issues, which may include persons who are not SDDC members.
- Assist the coalition coordinator in inviting new rotating member organization(s) 6 months before the beginning of the next term.
- Perform other duties prescribed by the Coordinating Panel.
- Can appoint appropriate individual for review of SDDC fiscal manners at any time deemed necessary.
- The chair will serve 3 year terms, with a chair-elect elected one year prior to succession. The chair may serve multiple successive terms.

#### **Chair Elect**

- Work with chair for one year prior to commencement to develop understanding of chair responsibilities.

#### **Vice Chair shall:**

- Perform the duties and have the powers as may be prescribed by the Coordinating Panel.
- In the absence of the chair, the vice chair shall perform the duties and exercise the powers of the chair.
- The vice chair will serve 3 year terms, and may serve multiple successive terms.
- The vice chair will assume the position of chair if the chair is unable or unwilling to finish their current term.

At a minimum, a SDDC Coordinating Panel Chair, Vice Chair and Coordinator will be selected. Additional appointed positions as described below will be selected when the need for such positions is determined by the Coordinating Panel.

**Secretary shall:**

- Attend and give notice of all meetings of the Coordinating Panel and members.
- Make provision for the keeping of a record of all proceedings.
- Keep a current listing of the members of the SDDC.
- Perform other duties prescribed by the Coordinating Panel.

**Treasurer shall:**

- Ensure that accurate financial records for the SDDC are kept.
- Ensure that all money, drafts, and checks in the name of and to the credit of the SDDC are deposited in the banks and depositories designated by the Coordinating Panel.
- Endorse for deposit all notes, checks, and drafts received by the SDDC as directed by the Coordinating Panel.
- Disburse SDDC funds and issue checks and drafts in the name of the SDDC, as directed by the Coordinating Panel.
- Give to the Chair and the Coordinating Panel, whenever requested, an account of all transactions by the Treasurer and of the financial condition of the SDDC.
- Perform other duties prescribed by the Coordinating Panel by the Chair.

The Secretary and Treasurer may be combined into a joint Secretary/Treasurer position. The joint position will be responsible for all duties detailed under the Secretary and Treasurer descriptions.

**Coalition Membership**

The South Dakota Diabetes Coalition members have identified their mission as:

“Partnering to improve health outcomes of those affected by diabetes in South Dakota.”

The identified standing committee areas are:

- Patient Education:

This group actively seeks to provide patient education through the promoting of quality education programs, products, and practices to coalition members for “best practices” and shared learning among health care education providers.

- Professional Education:

This group actively seeks to improve access to quality health care professional diabetes-related education that is accurate, relevant, and timely. This includes the monitoring of



current educational activities and curriculum for accuracy and relevance, and the promotion of quality education programs and information to health care professionals in South Dakota.

- **Advocacy:**

This group actively seeks to support the concerns of diabetes prevention and control through encouragement of policy and cultural milieu changes to protect the interests of individuals, families, and related persons and organizations who positively impact diabetes in South Dakota. This group provides a “voice” to patients and families with diabetes as well as diabetes related organizations and systems in South Dakota.

- **Public Awareness:**

This group actively seeks to increase levels of consciousness about how persons may reduce their risk of diabetes, manage their diabetes more effectively, or prevent the long-term complications of diabetes.

Activities of the SDDC will be centered around these primary standing committees. Ad hoc committees will be identified and utilized on an as-needed basis.

Logo Use:

See addendum A for guidance.

**Coalition Fiscal Matters**

Fiscal Year:

The fiscal year of the SDDC begins on the first day of June and ends on the last day of May of each year.

Contracts:

The Coordinating Panel may authorize any officer or agent, in addition to the officers authorized by this guidance, to enter into any contract or execute or deliver any instrument in the name of and on behalf of the SDDC. This authority may be general or confined to specific instances.

Checks:

All checks and drafts or orders for payment of money, and notes or other evidences of indebtedness, issued in the name of the SDDC must be signed by those officers or agents in the manner as determined by the Coordinating Panel. In the absence of this determination by the Coordinating Panel, those instruments must be signed by the coordinator, Chair or Vice Chair.

Deposits:

All funds of the SDDC must be deposited to the credit of this SDDC in such banks or other depositories as the Coordinating Panel may determine.

Guidance Amendments:

Any active member of the CP may propose a resolution to adopt, amend, or repeal this guidance by submitting the resolution in writing to the SDDC coordinator. Amendments to the guidance will be approved by the affirmative vote of a simple majority (assuming a quorum is present) at a regular or special meeting, if at least thirty (30) days' written notice is given to members of the date, time, and place of the meeting and a statement accurately describing the proposed amendments.

An active member of the coalition may bring issues or concerns for the coalition to the Coordinating Panel for consideration, implementation, and/or adoption.

Coalition Time Frame:

When (if) this coalition will be sunset:

When diabetes is no longer a threat to South Dakotans or the Coalition has completed its mission.

**Date of approval:** September 28, 2008

**Effective date:** September 28, 2008

**Review date:**